## The 1040 EZ FORM for EDNET Set-Up with NOTES

## SET UP INSTRUCTIONS

### NOTES

1. *If at this point you cannot see an incoming signal on your big front monitors, toggle the switch a couple of times. If you still can't see incoming video and you are an MPEG site, you may have to re-boot your CODEC.*

2. *When in Production mode you should see on the big front monitors whatever you are broadcasting. If you are sending Camera 1 (See fully lit button on the video switch bar on Video Switch page to see what you are sending), you should see it on the little program monitor on the desk and the big monitors at the front of the room. If you don't, return to the Video Switch menu and hit the fully lit button again. Repeat toggling the Production/Normal button and hitting the fully lit button on the Video Switch page as necessary to see what you are broadcasting on those front big monitors.*

3. NOTE: *For the camera on the students, set position preset 1 to a view of the whole class. Divide the number of students by the number of presets remaining and set the remaining presets to close-ups of groups of students. Thus 10 students divided by 5 presets would mean 2 students per close-up group.*

1. Turn on all equipment in the room. (Main power switch, ELMO, TVs and cameras not turned on by the main switch). Set up microphones. **PULL YOUR PATCH CORDS**!

2. Go to the Video Switch Menu. If receiving a class from another site, switch to **NORMAL**. See Note 1. If Originating the class, switch to **PRODUCTION.** See Note 2. Press the Preview Mode button on the screen so that it is lit. Press the REMOTE button next to the Preview button. It should be half-lit.

3. Press the Program Mode button. This button should stay lit throughout the event, unless there is a particular need to use the Preview monitors to set up a camera shot. Switch up the camera (by touching the Cam 1 or Cam 2 button next to the Program Mode button) you will use during the test. It should be focused on you and your microphone.

4. Adjust the cameras on the Camera Menu. Set the Presets for the two cameras. To set a Preset, highlight the camera you wish to operate by pressing the number of the camera in the lower left corner of the screen. Adjust the camera's view with the direction arrows and the zoom/focus controls. When the camera is in position press "Store" and the number you would like to use to define the Preset (1-6). The "Recall" button should now be lit. Repeat for all necessary presets. See Note 3.

5. Test the site. If audio is not working when you are tested, check these items:
    1) Are your patch cords pulled?
    2) Is the Monitor Volume on the Camera Menu of the AMX Pad turned up?
    3) Is the Volume on the TVs themselves turned up?
    4) Have you toggled between the VCR 1 and Camera 1 switches in Program Mode on the Video Switch Page on the AMX Pad?

6. After the test, operate the class using the Video Switch Menu. Switch video (what you **SEE**) by using the buttons on the bar between the Program Mode and Preview Mode buttons. To use the camera pre-sets to **MOVE** the camera, use the Camera Position Pre-Set bar at the bottom of the Video Switch page.

7. When finished with the class, don't forget your loopbacks:
--For **Video loopback**, hit the Remote Video button on the Video Switch Screen while the Program Mode button is lit.
--For **Audio Loopback**, place the red and black patch cords in their appropriate slots.

8. Turn Off Equipment. Lock Door. Thanks for coming.

VIDEO SWITCH MENU

ednet